

## CLAY COUNTY JOB DESCRIPTION

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<b>Position Title:</b>	Assistant Golf Course Superintendent	<b>FLSA:</b>	Exempt
<b>Department:</b>	Parks, Recreation & Historic Sites	<b>Level:</b>	17
<b>Reports To:</b>	Golf Course Superintendent		
<b>Date:</b>	March 2019		

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### **General Purpose**

The ***Assistant Golf Course Superintendent*** is a supervisory position that works with general oversight and direction from the Golf Course Superintendent. This individual is entrusted with the maintenance, operations and management of Paradise Pointe Golf Complex.

### **Responsibilities**

The following is a nonexclusive list of responsibilities for this position. The incumbent employee must be able to effectively and efficiently perform them and other duties as assigned:

- Plans and supervises the maintenance of golf course properties including clubhouse grounds and landscaping.
- Supervises the maintenance and repair of golf course equipment including the golf cart fleet.
- Supervises construction, renovation and/or reconstruction of golf course properties.
- Interviews, hires, trains and supervises staff.
- Oversees scheduling and routing of personnel and equipment.
- Acquires equipment and necessary supplies.
- Helps with inventory control and equipment maintenance programs.
- Keeps accurate and complete records on inventory, weather data, maintenance procedures, pesticide applications, etc.
- Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.
- Follows all County and departmental safety rules, regulations, and procedures.
- Renders professional advice, opinions, assistance and services to the Golf Course board of directors or managing body as required.
- Participates in long-range planning meetings concerning the golf courses.
- Performs other duties as assigned and reasonably qualified to perform.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work.
- General knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, purchasing and record keeping.
- Knowledge of safe use, mixing and application of chemicals and commercial products.
- Intermediate skill level with a personal computer and various software applications.
- Ability to work outdoor conditions of extreme heat or cold for lengths of time.
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.
- Ability to analyze and evaluate golf course maintenance and to develop and implement corrective action

to resolve problems.

- Ability to pass a drug screening test.
- Ability to handle detailed and stressful situations in an appropriate manner.
- Ability to establish and maintain effective working relationships with employees, other agencies, golfers and the general public.
- Ability to lift up to 50 pounds.

### **Education and Experience**

- Knowledge of agronomy and turf grass management practices; a working knowledge of golf course maintenance and set up; and a thorough understanding of the rules and strategies of the game of golf.
- 4-year degree or certificate in Turf Management (or related field like agronomy, horticulture, plant science, and soil science) is preferred but not required.
- Previous supervisory experience in golf maintenance a plus.
- Excellent oral and written communications skills.
- Knowledge of current federal, state and local laws and regulations affecting the management of golf course operations (including, but not limited to, employment, safety and environmental standards, laws and regulations).

### **Licenses, Certificates and Other Requirements**

- Must have or be able to obtain state pesticide applicator license.
- Must be legally licensed and insured to operate a motor vehicle.

### **Minimum ADA/Physical Requirements (With or Without Reasonable Accommodations)**

- Sufficient clarity of speech and hearing..
- Sufficient vision or other powers of observation.
- Sufficient manual dexterity.
- Sufficient personal mobility, flexibility, and physical reflexes.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

**Approved By:**

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**Assistant County Administrator – Facilities**

**Date**

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**Assistant County Administrator – Finance & Administrative Services**

**Date**